



CompTIA Continuing Education (CE) User Guide V15

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Overview

CompTIA A+, CompTIA Network+, CompTIA Mobility+, CompTIA Security+, CompTIA Storage+, CompTIA Cloud+ and CompTIA Advanced Security Practitioner (CASP) certifications earned January 1, 2011 or after are valid for three years from the date the certified professional was certified. The certification must be renewed within three years in order for the individual to remain certified.

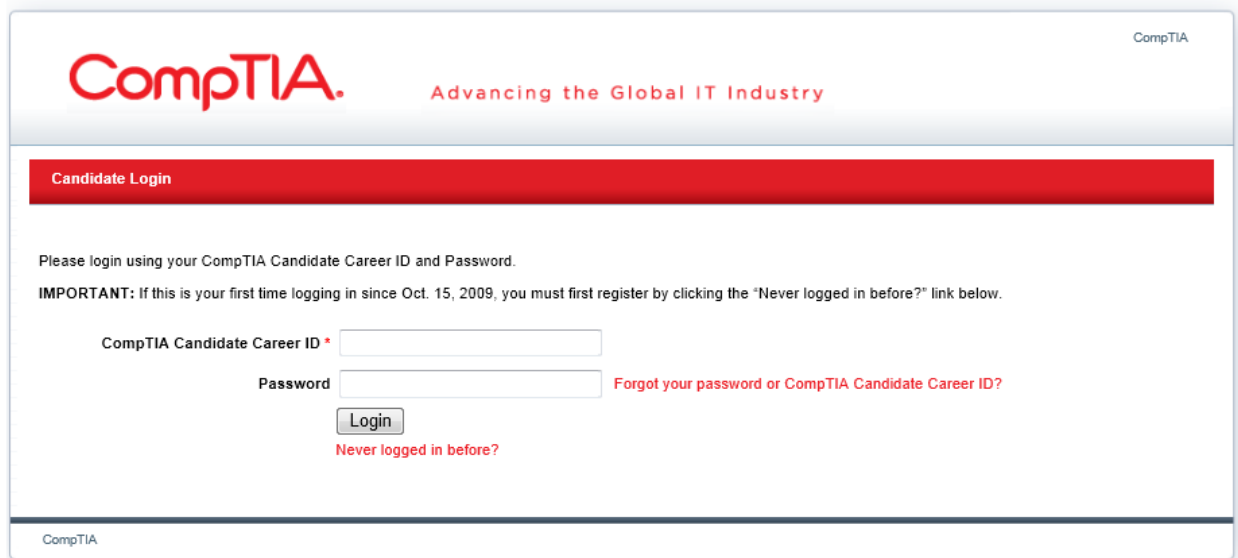
Certified professionals who manually enrolled their CompTIA A+, CompTIA Network+ and or CompTIA Security+ certifications in the CE program January 1, 2011 or after must renew within three years from the enrollment date in order to earn the “ce” designation.

These certifications can be maintained by passing the most current CompTIA exam prior to the three-year expiration date or enrolling in CompTIA's CE program. This initiative allows participants to keep skills and certifications current through a variety of activities that show an understanding of relevant industry knowledge.

For more information on the CE Program click [here](#).

Where does the certified professional agree to the CompTIA Code of Ethics Policy?

1. Login to [CompTIA Certification Record](#)



The screenshot shows the CompTIA website's candidate login interface. At the top, the CompTIA logo is on the left, and the tagline "Advancing the Global IT Industry" is on the right. A red banner with the text "Candidate Login" is positioned below the header. The main content area contains instructions to login with a Career ID and Password, followed by an important note about first-time users. Below this, there are input fields for the Career ID and Password, a "Login" button, and a link for "Never logged in before?". A footer bar at the bottom of the page contains the CompTIA logo.

CompTIA Advancing the Global IT Industry

Candidate Login

Please login using your CompTIA Candidate Career ID and Password.

IMPORTANT: If this is your first time logging in since Oct. 15, 2009, you must first register by clicking the "Never logged in before?" link below.

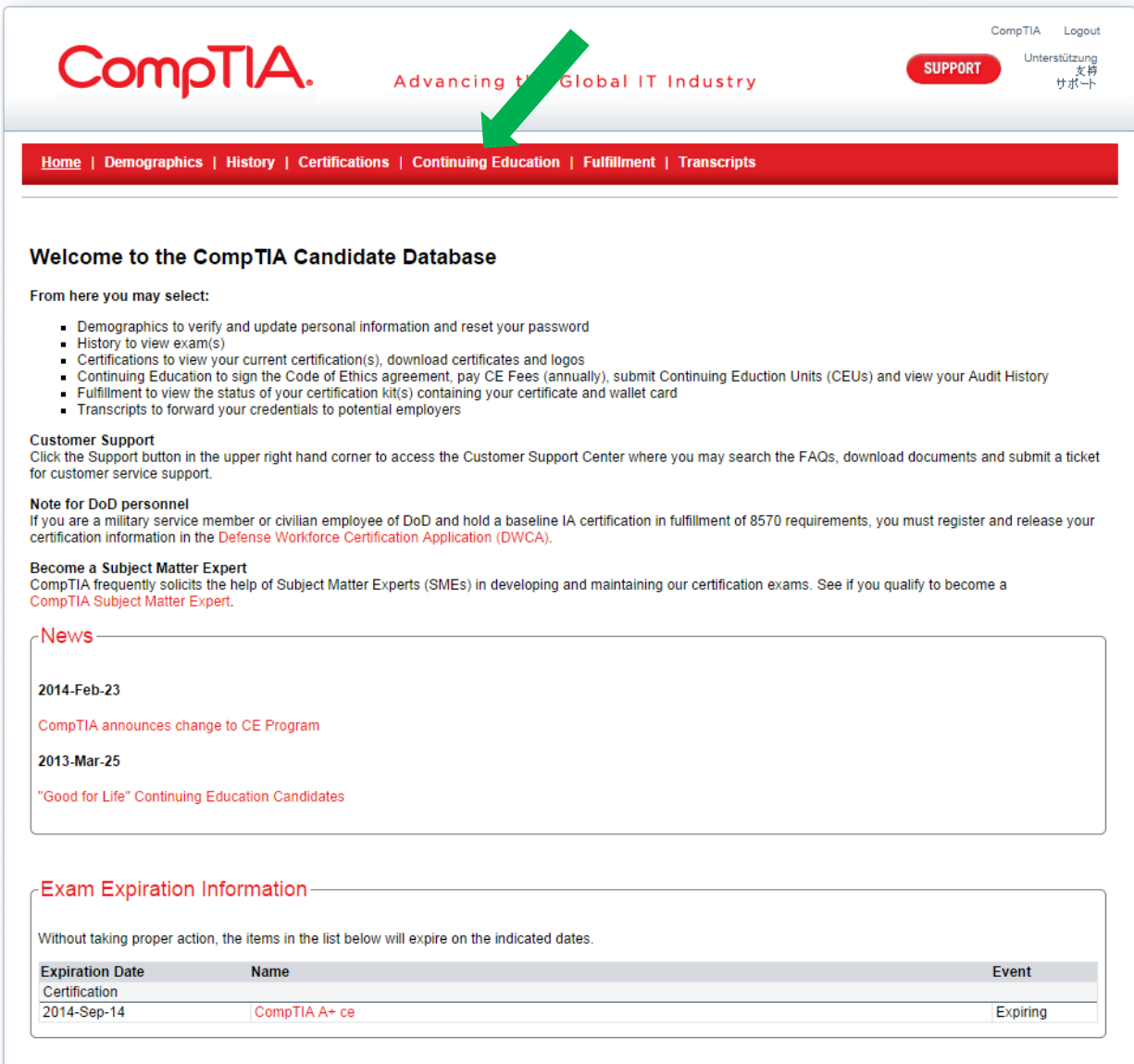
CompTIA Candidate Career ID *

Password [Forgot your password or CompTIA Candidate Career ID?](#)

[Never logged in before?](#)

CompTIA

2. Click on the Continuing Education menu item



The screenshot shows the CompTIA website header with the logo, tagline "Advancing the Global IT Industry", and a "SUPPORT" button. A green arrow points to the "Continuing Education" link in the navigation menu. Below the menu, the page title is "Welcome to the CompTIA Candidate Database". A list of options is provided for users to select from, including demographics, history, certifications, continuing education, fulfillment, and transcripts. A "Customer Support" section explains how to access the support center. A "Note for DoD personnel" states that military service members must register and release their certification information. A "Become a Subject Matter Expert" section describes the process of becoming an SME. A "News" section lists two recent announcements: "CompTIA announces change to CE Program" and "Good for Life" Continuing Education Candidates. An "Exam Expiration Information" section provides a table of expiration dates for various certifications.

CompTIA. Advancing the Global IT Industry

CompTIA Logout
SUPPORT Unterstützung
サポート

[Home](#) | [Demographics](#) | [History](#) | [Certifications](#) | [Continuing Education](#) | [Fulfillment](#) | [Transcripts](#)

Welcome to the CompTIA Candidate Database

From here you may select:

- Demographics to verify and update personal information and reset your password
- History to view exam(s)
- Certifications to view your current certification(s), download certificates and logos
- Continuing Education to sign the Code of Ethics agreement, pay CE Fees (annually), submit Continuing Education Units (CEUs) and view your Audit History
- Fulfillment to view the status of your certification kit(s) containing your certificate and wallet card
- Transcripts to forward your credentials to potential employers

Customer Support
Click the Support button in the upper right hand corner to access the Customer Support Center where you may search the FAQs, download documents and submit a ticket for customer service support.

Note for DoD personnel
If you are a military service member or civilian employee of DoD and hold a baseline IA certification in fulfillment of 8570 requirements, you must register and release your certification information in the [Defense Workforce Certification Application \(DWCA\)](#).

Become a Subject Matter Expert
CompTIA frequently solicits the help of Subject Matter Experts (SMEs) in developing and maintaining our certification exams. See if you qualify to become a [CompTIA Subject Matter Expert](#).

News

2014-Feb-23
[CompTIA announces change to CE Program](#)

2013-Mar-25
["Good for Life" Continuing Education Candidates](#)

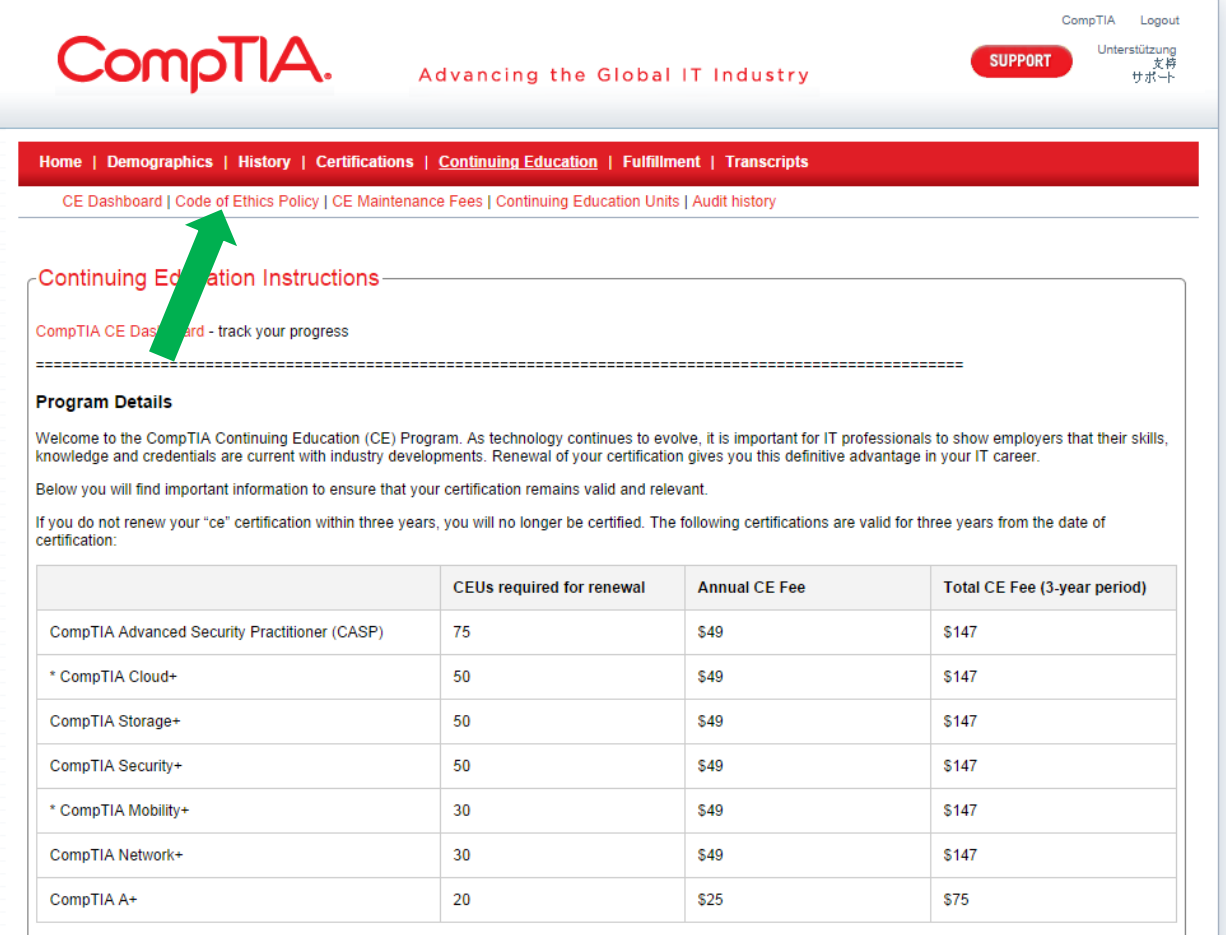
Exam Expiration Information

Without taking proper action, the items in the list below will expire on the indicated dates.

Expiration Date	Name	Event
Certification		
2014-Sep-14	CompTIA A+ ce	Expiring

3. Click on Code of Ethics Policy in menu bar

Please Note: All certified professionals must agree to the Code of Ethics Policy annually. CE Fee payments or continuing education unit (CEU) submissions can be completed unless the annual Code of Ethics Policy is agreed to.



The screenshot shows the CompTIA website interface. At the top, the CompTIA logo is on the left, followed by the tagline "Advancing the Global IT Industry". On the right, there are links for "CompTIA", "Logout", and a red "SUPPORT" button with the text "Unterstützung" and "サポート" below it. A red navigation bar contains the following links: "Home", "Demographics", "History", "Certifications", "Continuing Education", "Fulfillment", and "Transcripts". Below this bar, a secondary navigation bar lists: "CE Dashboard", "Code of Ethics Policy", "CE Maintenance Fees", "Continuing Education Units", and "Audit history". A green arrow points to the "Code of Ethics Policy" link. The main content area is titled "Continuing Education Instructions" and includes a sub-header "CompTIA CE Dashboard - track your progress". Below this, there is a section for "Program Details" with a welcome message and a table of CE requirements for various certifications.

Continuing Education Instructions

CompTIA CE Dashboard - track your progress

=====

Program Details

Welcome to the CompTIA Continuing Education (CE) Program. As technology continues to evolve, it is important for IT professionals to show employers that their skills, knowledge and credentials are current with industry developments. Renewal of your certification gives you this definitive advantage in your IT career.

Below you will find important information to ensure that your certification remains valid and relevant.

If you do not renew your "ce" certification within three years, you will no longer be certified. The following certifications are valid for three years from the date of certification:

	CEUs required for renewal	Annual CE Fee	Total CE Fee (3-year period)
CompTIA Advanced Security Practitioner (CASP)	75	\$49	\$147
* CompTIA Cloud+	50	\$49	\$147
CompTIA Storage+	50	\$49	\$147
CompTIA Security+	50	\$49	\$147
* CompTIA Mobility+	30	\$49	\$147
CompTIA Network+	30	\$49	\$147
CompTIA A+	20	\$25	\$75

Read the Code of Ethics Policy and check the boxes next to the following:

- I am at least 18 years of old
- Agree to Policy

4. Click on the Submit button

To become certified you must accept by clicking the two boxes to "agree" to the current version of the certification agreement. Failure to complete this step will stop you from becoming certified.

If you are not of legal age, you cannot sign the agreement here. You must have your parent or legal guardian review the agreement, print the page, sign and send a copy to the following address:

CompTIA
c/o CE Audit Group
3500 Lacey Road, Suite 100
Downers Grove, IL 60515

Once CompTIA has received and reviewed your agreement you will be contacted via email. At that time you will be given instructions on signing the Ethics page agreement.

CompTIA Candidate Code of Ethics Policy

All persons having obtained any CompTIA certification or certificate program ("Certified Person") and taking part in CompTIA's Continuing Education Program ("CCEP") must agree that they have read and will abide by the terms and conditions of this CompTIA Candidate Code of Ethics Policy ("Ethics Policy"), prior to participating in the CCEP. It is a violation of this Ethics Policy for any Certified Person to participate in any incident of cheating, breach of security, misconduct, submission of fraudulent information or any other behavior that could be considered compromising the integrity or confidentiality of any CompTIA certification examination, any CompTIA certification or the CompTIA Continuing Education Program, as determined by CompTIA. All Certified Persons shall adhere to the following:

- All information submitted for participating in and earning units from the CCEP must have been completed by the participating Certified Person.
- A Certified Person shall abide by all the terms and conditions set forth in the CompTIA Candidate Agreement.
- A Certified Person shall only submit continuing education unit's that they themselves have completed.
- A Certified Person shall only provide accurate and authentic information for earning continuing education units.
- A Certified Person shall abide by the CompTIA Continuing Education Audit Policies as set forth by CompTIA from time to time.
- A Certified Person shall offer and provide professional services with integrity.
- A Certified Person shall perform professional services in a manner that is fair and reasonable to clients, principals, partners and employers, and shall disclose conflict(s) of interest in providing such services.
- A Certified Person shall not disclose any confidential client information without the specific consent of the client.
- A Certified Person will always conduct themselves in a manner which enhances the image of the profession.
- A Certified Person shall provide services to clients competently and maintain the necessary knowledge and skill to continue to do so in those areas in which they are certified.
- A Certified Person shall not solicit clients through false or misleading communications or advertisements.
- In the course of performing professional activities, a Certified Person shall not engage in conduct involving dishonesty, fraud, deceit or misrepresentation, or knowingly make a false or misleading statement to a client, employer, employee, professional colleague, governmental or other regulatory body or official, or any other person or entity.

Procedural Requirements for CompTIA Continuing Education Code of Ethics Policy

Notice of Violations and Sanctions

If it is determined that any Certified Person has violated this Ethics Policy, CompTIA will send such Certified Person a written notice of violations and applicable sanctions and a copy of CompTIA's Appeals Policy and Process.

Remedies for Violating the Candidate Conduct Policy

Any Certified Person determined by CompTIA to have violated this Ethics Policy shall, if determined necessary or appropriate by CompTIA based upon the seriousness of the incident or violation:

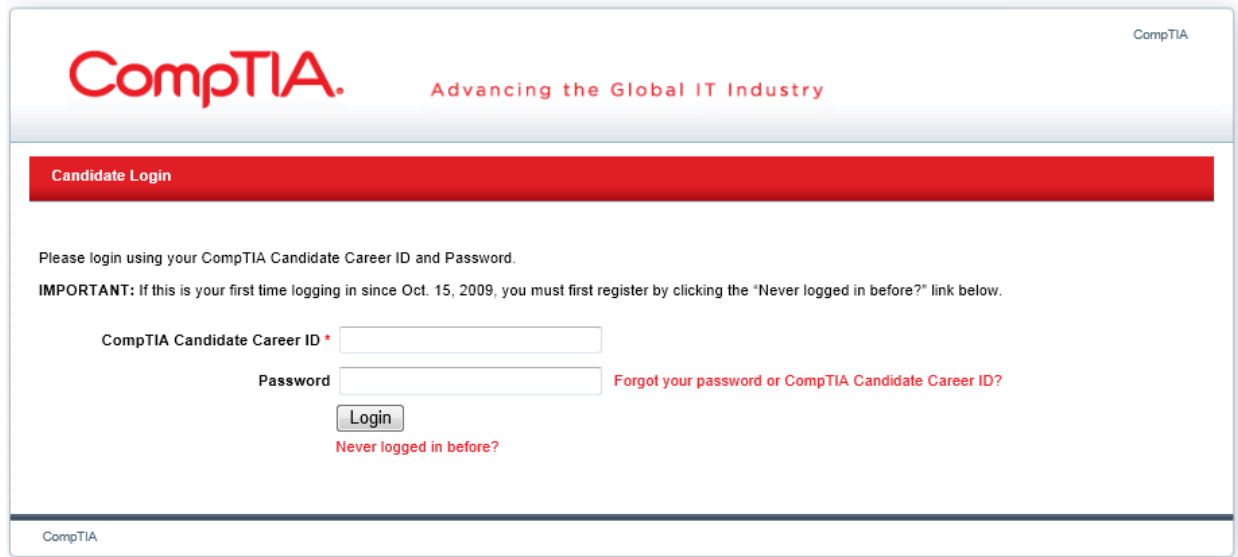
- a. be denied and/or decertified in a CompTIA certification(s)
- b. have all other CompTIA certifications previously granted to such candidate revoked;

- ☐ I am at least 18 years old or have sent in a signed (by parent/guardian) copy of this page to CompTIA and been sent a notification of approval by CompTIA.
- ☐ Agree to Policy

Submit

Where do certified professionals pay their CE Fees?

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CompTIA. Advancing the Global IT Industry

Candidate Login

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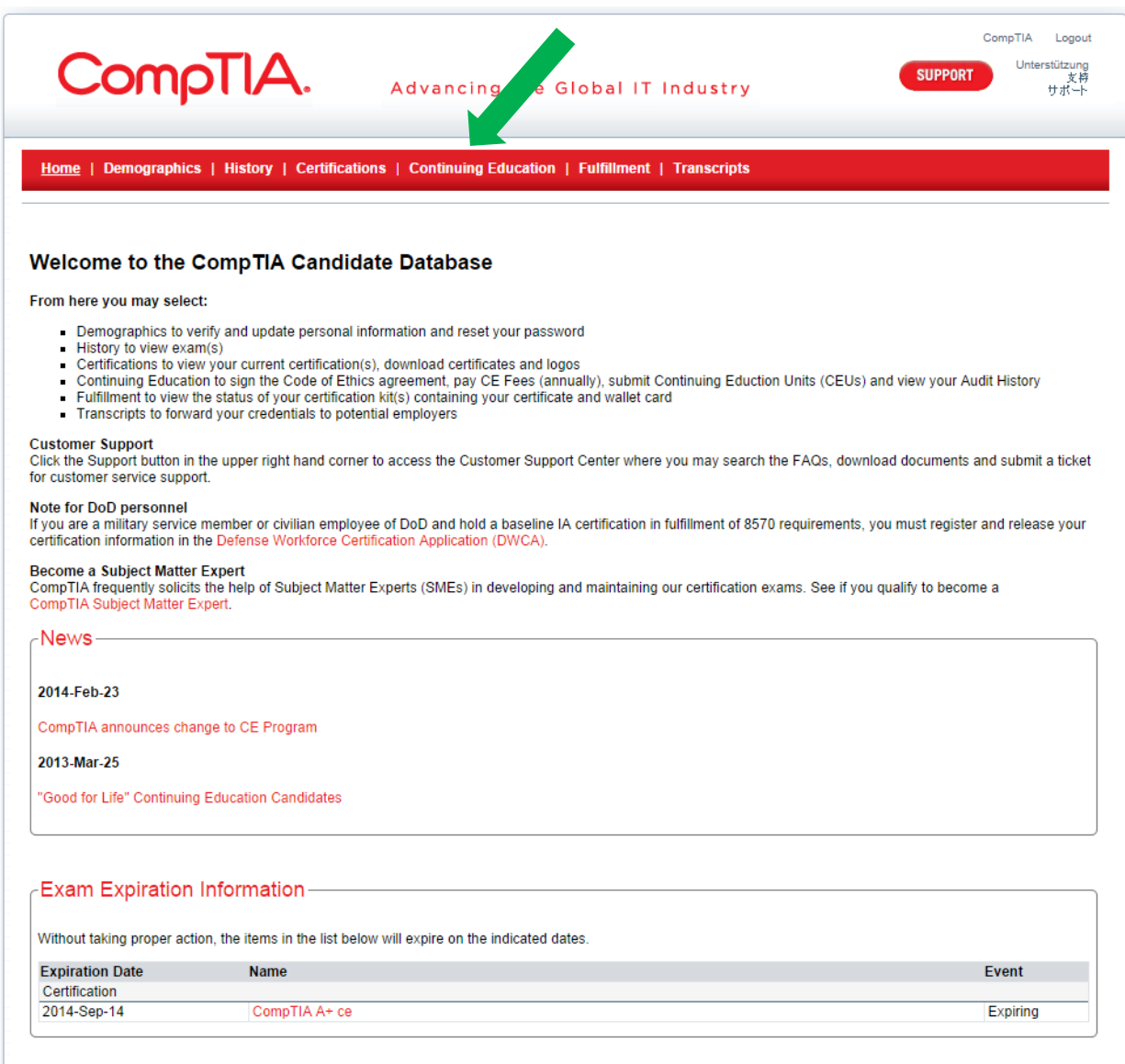
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CompTIA. Advancing the Global IT Industry

CompTIA Logout
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Exam Expiration Information

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Expiration Date	Name	Event
Certification		
2014-Sep-14	CompTIA A+ ce	Expiring

3. Click on CE Maintenance Fees in the menu bar

CompTIA

Advancing the Global IT Industry

CompTIA Logout

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Home | Demographics | History | Certifications | Continuing Education | Fulfillment | Transcripts

CE Dashboard | Code of Ethics Policy | CE Maintenance Fees | Continuing Education Units | Audit history

Continuing Education Instructions

CompTIA CE Dashboard - track your progress

Program Details

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* CompTIA Mobility+	30	\$49	\$147
CompTIA Network+	30	\$49	\$147
CompTIA A+	20	\$25	\$75

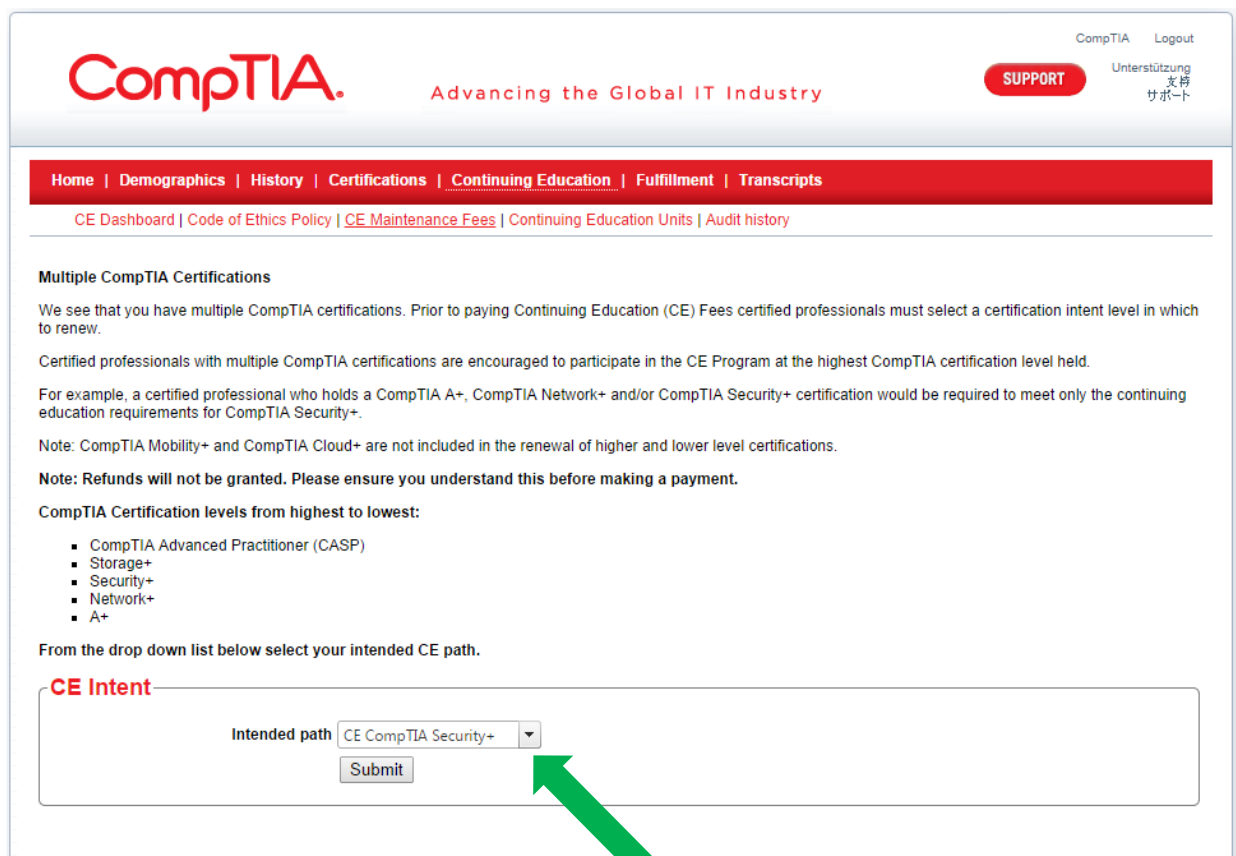
The following screen will only display if the certified professional has multiple CompTIA certifications (A+, Network+, Mobility+, Security+, Storage+, Cloud+ and/or CASP).

It is recommended that certified professionals set their intent to the highest level. Upon completion of the CE Program certifications renewed at the highest level will renew lower level certifications as well. CompTIA CASP is considered the highest-level certification, followed by CompTIA Storage+, CompTIA Security+, CompTIA Network+ and CompTIA A+.

For example, a certified professional holding both CompTIA A+ and CompTIA Network+ certifications could fulfill CE requirements for both by completing only the CompTIA Network+ce program requirements.

Note: This is not applicable to CompTIA Cloud+ and CompTIA Mobility+.

4. Select the Intended path by clicking on the drop down arrow



The screenshot shows the CompTIA website header with the logo and navigation links. Below the header is a red navigation bar with links: Home, Demographics, History, Certifications, Continuing Education, Fulfillment, and Transcripts. Below this is a sub-navigation bar with links: CE Dashboard, Code of Ethics Policy, CE Maintenance Fees, Continuing Education Units, and Audit history.

Multiple CompTIA Certifications

We see that you have multiple CompTIA certifications. Prior to paying Continuing Education (CE) Fees certified professionals must select a certification intent level in which to renew.

Certified professionals with multiple CompTIA certifications are encouraged to participate in the CE Program at the highest CompTIA certification level held.

For example, a certified professional who holds a CompTIA A+, CompTIA Network+ and/or CompTIA Security+ certification would be required to meet only the continuing education requirements for CompTIA Security+.

Note: CompTIA Mobility+ and CompTIA Cloud+ are not included in the renewal of higher and lower level certifications.


Note: Refunds will not be granted. Please ensure you understand this before making a payment.

CompTIA Certification levels from highest to lowest:

- CompTIA Advanced Practitioner (CASP)
- Storage+
- Security+
- Network+
- A+

From the drop down list below select your intended CE path.

CE Intent

Intended path 

A green arrow points to the dropdown arrow of the 'Intended path' field.

5. If the certified professional is using a CE Token to pay CE Fees, the CE Token number is to be entered in the CE Tokens Codes field.
6. If using multiple CE Tokens to pay CE Fees, the CE Tokens would be entered in the remaining Token Codes fields.
7. Click on the Submit button

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CE Dashboard | Code of Ethics Policy | CE Maintenance Fees | Continuing Education Units | Audit history

Each year certified professionals are required to pay an annual Continuing Education (CE) maintenance fee prior to submitting Continuing Education Units (CEUs). Your payment dates, and not based on a calendar year.

You may pay for one, two or all three years at one time. Please note that you will need to pay your CE fee prior to submitting your CE activities for CEUs.

Certified professionals who plan to renew their certification(s) prior to the expiration date are still required to pay the remaining annual fees.

Refunds will not be provided.

CE Fees

Annual CE Maintenance Fee Due: \$0.00
3 Year CE Maintenance Fee Remaining Balance: \$147.00

Name	Years	Price
<input checked="" type="checkbox"/> CE Fee (Network+/Security+/CASP)	<input type="text" value="1"/>	\$49.00

NextBack

CE Tokens (If you have been provided CE Token code(s) please enter it below)

CE Token Codes:

Submit

A message will appear stating the Token was accepted.

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CE Dashboard | Code of Ethics Policy | CE Maintenance Fees | Continuing Education Units | Audit history

■ Token code(s)accepted

CE Fees

Annual CE Maintenance Fee Due: \$0.00
3 Year CE Maintenance Fee Remaining Balance: \$147.00

Name	Years	Price
<input checked="" type="checkbox"/> CE Fee (Network+/Security+/CASP)	1	\$49.00

NextBack

CE Tokens (If you have been provided CE Token code(s) please enter it below)

CE Token Codes:

Submit

If the CE Token code was not accepted a message displays notifying the certified professional to contact their command POC.

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CE Dashboard | Code of Ethics Policy | CE Maintenance Fees | Continuing Education Units | Audit history

One or more of your CE Token codes are invalid. Please verify the CE Token with your component Point of Contact or the person who provided you with the CE Token information. CompTIA distributes the CE Tokens to the purchasing organization but does not track or monitor the distribution or ongoing management of these CE Tokens for the certified professional.

Each year certified professionals are required to pay an annual Continuing Education (CE) maintenance fee prior to submitting Continuing Education Units (CEUs). Your payment dates, and not based on a calendar year.

You may pay for one, two or all three years at one time. Please note that you will need to pay your CE fee prior to submitting your CE activities for CEUs.

Certified professionals who plan to renew their certification(s) prior to the expiration date are still required to pay the remaining annual fees.

Refunds will not be provided.

CE Fees

Annual CE Maintenance Fee Due: \$0.00
3 Year CE Maintenance Fee Remaining Balance: \$147.00

	Name	Years	Price
<input checked="" type="checkbox"/>	CE Fee (Network+/Security+/CASP)	1	\$49.00

NextBack

CE Tokens (If you have been provided CE Token code(s) please enter it below)

CE Token Codes: jfkldlsdlsd

If not using a CE Token

8. Make sure the check box next to CE Annual Fee is checked
9. Select the number of CE Years you are making a payment for
10. Click on the Next button

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CE Dashboard | Code of Ethics Policy | CE Maintenance Fees | Continuing Education Units | Audit history

Each year certified professionals are required to pay an annual Continuing Education (CE) maintenance fee prior to submitting Continuing Education Units (CEUs). Your payment dates, and not based on a calendar year.

You may pay for one, two or all three years at one time. Please note that you will need to pay your CE fee prior to submitting your CE activities for CEUs.

Certified professionals who plan to renew their certification(s) prior to the expiration date are still required to pay the remaining annual fees.

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CE Fees

Annual CE Maintenance Fee Due: \$0.00
3 Year CE Maintenance Fee Remaining Balance: \$147.00

Name	Years	Price
<input checked="" type="checkbox"/> CE Fee (Network+/Security+/CASP)	<input type="text" value="1"/>	\$49.00

NextBack

CE Tokens (If you have been provided CE Token code(s) please enter it below)

CE Token Codes:

Submit

11. Verify payment information and click on the Make Purchase button

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CE Dashboard | Code of Ethics Policy | [CE Maintenance Fees](#) | Continuing Education Units | Audit history

Please review your purchase.

- To change your purchase click on the Back button.
- To continue click on the Make Purchase button where you will be taken to the PayPal website to complete your transaction.

NOTE: All fee payments are FINAL. No Refunds will be provided.

NOTE: A PayPal browser window will open over the Confirm Purchase page. When you have completed your payment, close the PayPal window and you will see the CE Confirm Purchase page again.

To view current payment History:

1. Click on the History tab
2. Click on CE Maintenance Fee Transaction

CE Fees

Annual CE Maintenance Fee Due: \$0.00
3 Year CE Maintenance Fee Remaining Balance: \$147.00

Name	Years	Price	Total
<input checked="" type="checkbox"/> CE Fee (Network+/Security+/CASP)	1	\$49.00	\$49.00

Make Purchase Back

CE Fees can be paid via a PayPal account or via American Express, Discover, Visa or MasterCard. Certified professionals need to enter demographic information to pay as a guest. This does not mean the certified professional is creating a PayPal account.


The Computing Technology Industry Association, Inc

Your order summary

Descriptions	Amount
CE Fee (Network+/Security+/CASP) Item number: COMPTIACE0003 Item price: \$49.00 Quantity: 1	\$49.00
Item total	\$49.00
Total \$49.00 USD	

Choose a way to pay
PayPal securely processes payments for The Computing Technology Industry Association, Inc.

Have a PayPal account?
Log in to your account to pay

PayPal 

Don't have a PayPal account?
Pay as a guest now, sign up for PayPal later

Country

First name

Last name

Address line 1

Address line 2 (optional)

City/State

ZIP code

Phone type [Why is this needed?](#)

Phone number

Email

Payments processed by **PayPal**

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CompTIA Continuing Education User Guide v15

April 2015

Where can a certified professional find a record of CE Fees paid?

1. Login to [CompTIA Certification Record](#)



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CompTIA Advancing the Global IT Industry

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Please login using your Login ID and Password.

IMPORTANT: If this is your first time logging in since Oct. 15, 2009, you must first register by clicking the "Never logged in before?" link below.

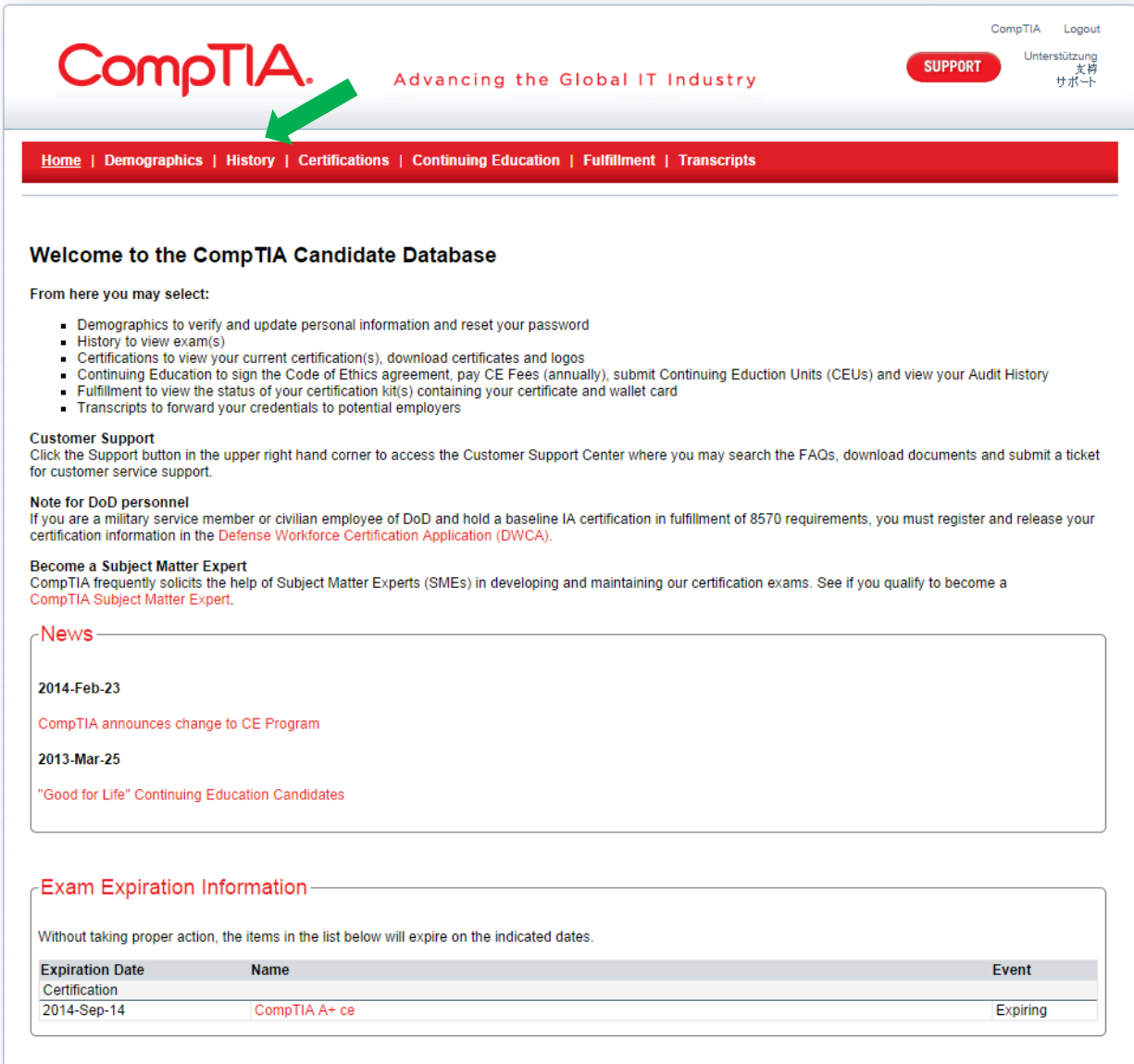
CompTIA Career ID

Password [Forgot your password or login ID?](#)

[Never logged in before?](#)

CompTIA

2. Click on the History menu item



CompTIA. Advancing the Global IT Industry

CompTIA Logout
SUPPORT Unterstützung 支持 サポート

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Expiration Date	Name	Event
Certification		
2014-Sep-14	CompTIA A+ ce	Expiring

3. Click on Fee Transactions in the menu bar

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CE Activities | Exam Catalog | Create other requirement | **Fee Transactions**

View your exam history and other certification requirements.

Exams

Exams are imported during regular business hours. After completing an exam, allow 5 business days for it to appear here.

Code	Exam	Registration number	Grade	Date
N10-004	Network+ Exam (2009 Edition)	t66dus5031	Pass	2010-Aug-27
SY0-101	Security+ Exam	q86dus51a1	Pass	2008-Sep-12
220-122	A+ DOS/Microsoft Windows Service Technician Exam	fa0dus00f4	Pass	2000-Dec-29
220-121	A+ Core Service Technician Exam	fa0dus00f3	Pass	2000-Dec-29

Continuing Education Enrollment and Maintenance Fee Information

Name	Date	Expires	Source	Audit Status	Documentation	Language
CE Annual Maintenance Fee (Advanced Certifications)	2014-Sep-03	n/a	n/a	n/a		
CE Annual Maintenance Fee (Advanced Certifications)	2014-Mar-10	n/a	n/a	n/a		
CE Annual Maintenance Fee (Advanced Certifications)	2013-Mar-14	n/a	n/a	n/a		
CE Annual Maintenance Fee (Advanced Certifications)	2011-Aug-15	n/a	n/a	n/a		
Enroll into CE for holders of "Good For Life" A+, Network+, or Security+	2011-Aug-15	2014-Aug-15	n/a	n/a		

Continuing Education Code of Ethics Agreement

Name	Date	Expires
CompTIA CE Program Policy Agreement	2014-Sep-03	2015-Sep-03
CompTIA CE Program Policy Agreement	2013-Mar-14	2014-Mar-14
CompTIA CE Program Policy Agreement	2011-Aug-15	2012-Aug-15

CE Maintenance Fees are displayed in the E-commerce transaction history section

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CE Activities | Exam Catalog | Create other requirement | [Fee Transactions](#)

E-commerce transaction history

Click on a Transaction ID to print a copy of your CE Fee transaction.

Item name	Price
2014-Sep-03 - Transaction ID: 12M08368PB888740B	
CE Fee (Network+/Security+/CASP)	\$49.00
Total:	\$49.00
2014-Mar-10 - Transaction ID: 4VN52164PP908802X	
CE Fee (Network+/Security+/CASP)	\$49.00
Total:	\$49.00
2013-Mar-14 - Transaction ID: 6GF87450H51564156	
CE Fee (Network+/Security+/CASP)	\$49.00
Total:	\$49.00
2011-Aug-15 - Transaction ID: 17824810HU568432X	
CE Fee (Network+/Security+/CASP)	\$49.00
Total:	\$49.00

Other requirement token history

Other requirement name	Token ID	Redeemed on
There is no data to display.		

Where can a certified professional print a copy of their CE Fee transactions?

1. Login to [CompTIA Certification Record](#)



The screenshot shows the CompTIA Candidate Login page. At the top, the CompTIA logo is on the left, and the tagline "Advancing the Global IT Industry" is on the right. The page has a red header bar with the text "Candidate Login". Below the header, there is a login form with the following elements:

- A message: "Please login using your Login ID and Password."
- An important note: "IMPORTANT: If this is your first time logging in since Oct. 15, 2009, you must first register by clicking the 'Never logged in before?' link below."
- Input fields for "CompTIA Career ID" and "Password".
- A "Login" button.
- A link "Forgot your password or login ID?" next to the password field.
- A link "Never logged in before?" below the login button.

The CompTIA logo is also visible in the bottom left corner of the page.

2. Click on the History menu item

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Advancing the Global IT Industry

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Welcome to the CompTIA Candidate Database

From here you may select:

- Demographics to verify and update personal information and reset your password
- History to view exam(s)
- Certifications to view your current certification(s), download certificates and logos
- Continuing Education to sign the Code of Ethics agreement, pay CE Fees (annually), submit Continuing Education Units (CEUs) and view your Audit History
- Fulfillment to view the status of your certification kit(s) containing your certificate and wallet card
- Transcripts to forward your credentials to potential employers

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Click the Support button in the upper right hand corner to access the Customer Support Center where you may search the FAQs, download documents and submit a ticket for customer service support.

Note for DoD personnel
If you are a military service member or civilian employee of DoD and hold a baseline IA certification in fulfillment of 8570 requirements, you must register and release your certification information in the [Defense Workforce Certification Application \(DWCA\)](#).

Become a Subject Matter Expert
CompTIA frequently solicits the help of Subject Matter Experts (SMEs) in developing and maintaining our certification exams. See if you qualify to become a [CompTIA Subject Matter Expert](#).

News

2014-Feb-23

CompTIA announces change to CE Program

2013-Mar-25

"Good for Life" Continuing Education Candidates

Exam Expiration Information

Without taking proper action, the items in the list below will expire on the indicated dates.

Expiration Date	Name	Event
Certification		
2014-Sep-14	CompTIA A+ ce	Expiring

3. Click on Fee Transactions in the menu bar

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CE Activities | Exam Catalog | Create other requirement | Fee Transactions

View your exam history and other certification requirements.

Exams

Exams are imported during regular business hours. After completing an exam, allow 5 business days for it to appear here.

Code	Exam	Registration number	Grade	Date
N10-004	Network+ Exam (2009 Edition)	t66dus5031	Pass	2010-Aug-27
SY0-101	Security+ Exam	q86dus51a1	Pass	2008-Sep-12
220-122	A+ DOS/Microsoft Windows Service Technician Exam	fa0dus00f4	Pass	2000-Dec-29
220-121	A+ Core Service Technician Exam	fa0dus00f3	Pass	2000-Dec-29

Continuing Education Enrollment and Maintenance Fee Information

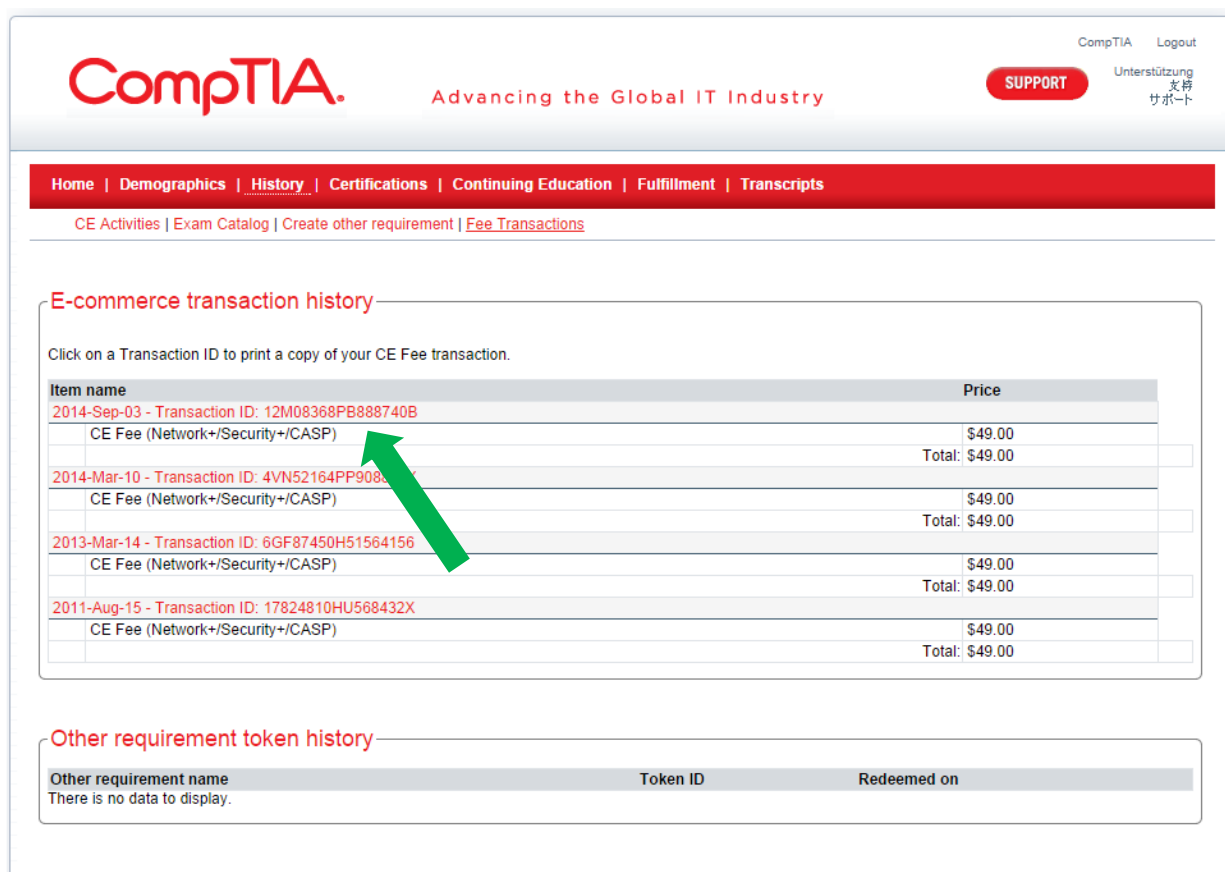
Name	Date	Expires	Source	Audit Status	Documentation	Language
CE Annual Maintenance Fee (Advanced Certifications)	2014-Sep-03	n/a	n/a	n/a		
CE Annual Maintenance Fee (Advanced Certifications)	2014-Mar-10	n/a	n/a	n/a		
CE Annual Maintenance Fee (Advanced Certifications)	2013-Mar-14	n/a	n/a	n/a		
CE Annual Maintenance Fee (Advanced Certifications)	2011-Aug-15	n/a	n/a	n/a		
Enroll into CE for holders of "Good For Life" A+, Network+, or Security+	2011-Aug-15	2014-Aug-15	n/a	n/a		

Continuing Education Code of Ethics Agreement

Name	Date	Expires
CompTIA CE Program Policy Agreement	2014-Sep-03	2015-Sep-03
CompTIA CE Program Policy Agreement	2013-Mar-14	2014-Mar-14
CompTIA CE Program Policy Agreement	2011-Aug-15	2012-Aug-15

CE Maintenance Fees are displayed in the E-commerce transaction history section

4. Click on the Transaction ID



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CE Activities | Exam Catalog | Create other requirement | [Fee Transactions](#)

E-commerce transaction history

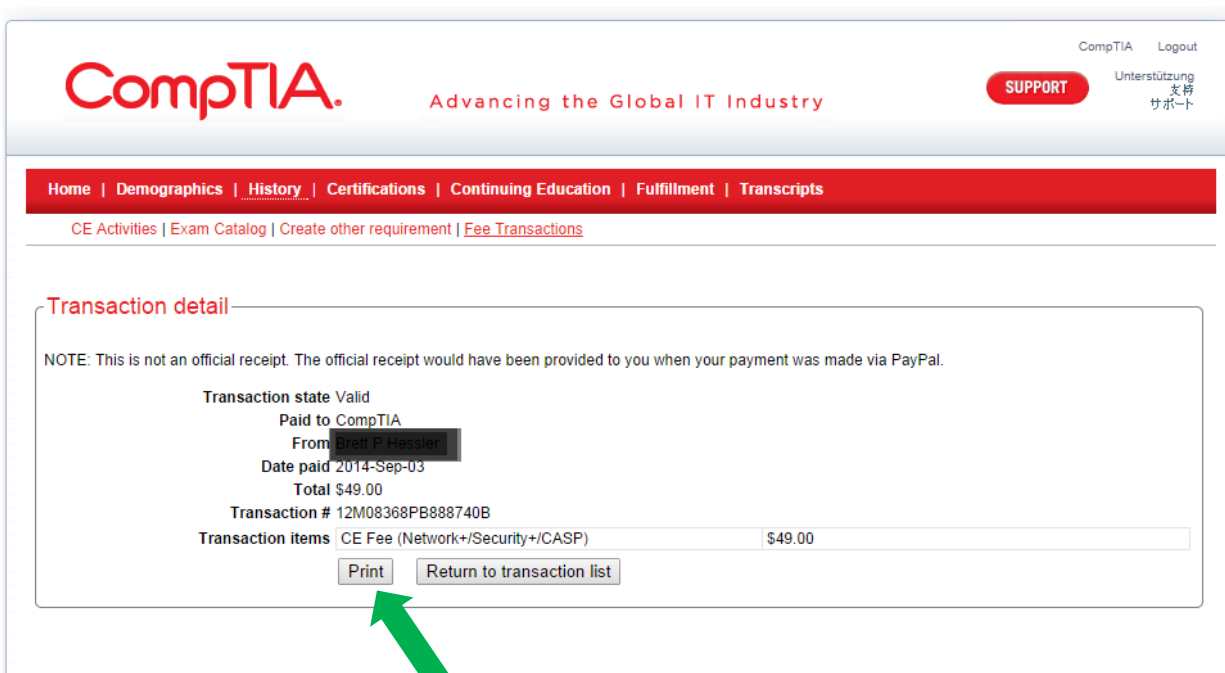
Click on a Transaction ID to print a copy of your CE Fee transaction.

Item name	Price
2014-Sep-03 - Transaction ID: 12M08368PB888740B	
CE Fee (Network+/Security+/ICASP)	\$49.00
Total:	\$49.00
2014-Mar-10 - Transaction ID: 4VN52164PP908...	
CE Fee (Network+/Security+/ICASP)	\$49.00
Total:	\$49.00
2013-Mar-14 - Transaction ID: 6GF87450H51564156	
CE Fee (Network+/Security+/ICASP)	\$49.00
Total:	\$49.00
2011-Aug-15 - Transaction ID: 17824810HU568432X	
CE Fee (Network+/Security+/ICASP)	\$49.00
Total:	\$49.00

Other requirement token history

Other requirement name	Token ID	Redeemed on
There is no data to display.		

5. Click on the Print button



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CE Activities | Exam Catalog | Create other requirement | [Fee Transactions](#)

Transaction detail

NOTE: This is not an official receipt. The official receipt would have been provided to you when your payment was made via PayPal.

Transaction state Valid
Paid to CompTIA
From [REDACTED]
Date paid 2014-Sep-03
Total \$49.00
Transaction # 12M08368PB888740B

Transaction items	CE Fee (Network+/Security+/ICASP)	\$49.00
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[Print](#) [Return to transaction list](#)

Where do certified professional submit Continuing Education Units (CEUs)?

1. Login to [CompTIA Certification Record](#)



The screenshot shows the CompTIA Candidate Login page. At the top, the CompTIA logo is on the left, and the tagline "Advancing the Global IT Industry" is on the right. Below this is a red banner with the text "Candidate Login". The main content area has a heading "Please login using your Login ID and Password." followed by an important note: "IMPORTANT: If this is your first time logging in since Oct. 15, 2009, you must first register by clicking the 'Never logged in before?' link below." Below the note are two input fields: "CompTIA Career ID" and "Password". To the right of the "Password" field is a link that says "Forgot your password or login ID?". Below the "CompTIA Career ID" field is a "Login" button. At the bottom of the login area is a link that says "Never logged in before?". The footer of the page contains the text "CompTIA".

CompTIA Advancing the Global IT Industry

Candidate Login

Please login using your Login ID and Password.

IMPORTANT: If this is your first time logging in since Oct. 15, 2009, you must first register by clicking the "Never logged in before?" link below.

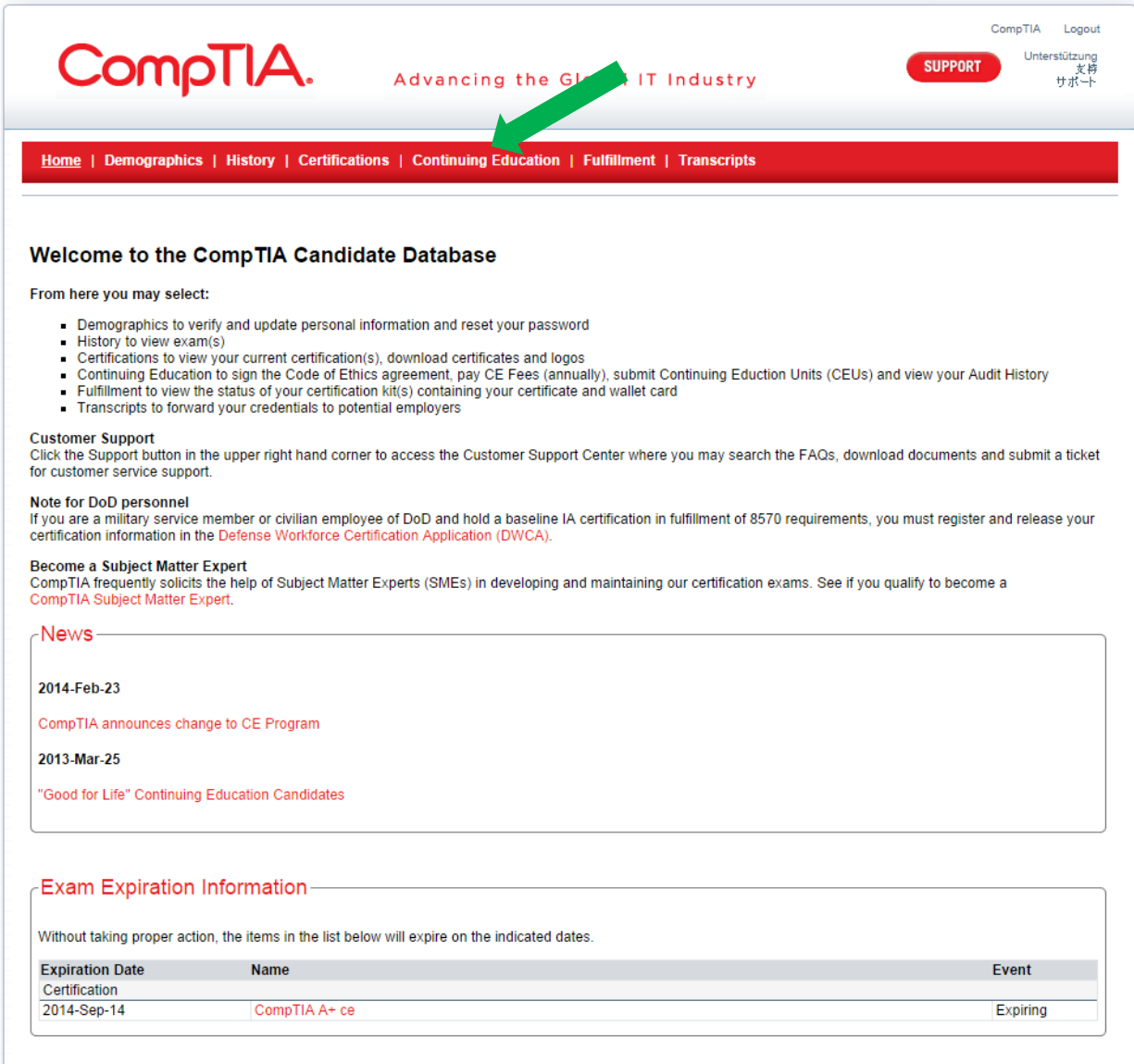
CompTIA Career ID

Password [Forgot your password or login ID?](#)

[Never logged in before?](#)

CompTIA

2. Click on the Continuing Education menu item



The screenshot shows the CompTIA website header with the logo and tagline "Advancing the Global IT Industry". A green arrow points to the "Continuing Education" link in the navigation menu. The main content area is titled "Welcome to the CompTIA Candidate Database" and lists several options for users to select from, including Demographics, History, Certifications, Continuing Education, Fulfillment, and Transcripts. Below this, there is a "Customer Support" section with a link to the Support button. A "Note for DoD personnel" is also present, followed by a "Become a Subject Matter Expert" section. The "News" section lists two articles: "2014-Feb-23 CompTIA announces change to CE Program" and "2013-Mar-25 'Good for Life' Continuing Education Candidates". The "Exam Expiration Information" section contains a table with expiration dates and events.

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Welcome to the CompTIA Candidate Database

From here you may select:

- Demographics to verify and update personal information and reset your password
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- Certifications to view your current certification(s), download certificates and logos
- Continuing Education to sign the Code of Ethics agreement, pay CE Fees (annually), submit Continuing Education Units (CEUs) and view your Audit History
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- Transcripts to forward your credentials to potential employers

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Click the Support button in the upper right hand corner to access the Customer Support Center where you may search the FAQs, download documents and submit a ticket for customer service support.

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CompTIA frequently solicits the help of Subject Matter Experts (SMEs) in developing and maintaining our certification exams. See if you qualify to become a [CompTIA Subject Matter Expert](#).

News

2014-Feb-23
[CompTIA announces change to CE Program](#)

2013-Mar-25
["Good for Life" Continuing Education Candidates](#)

Exam Expiration Information

Without taking proper action, the items in the list below will expire on the indicated dates.

Expiration Date	Name	Event
Certification		
2014-Sep-14	CompTIA A+ ce	Expiring

3. Click on Continuing Education Units in the menu bar

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CE Dashboard | Code of Ethics Policy | CE Maintenance Fees | Continuing Education Units | Audit history

Continuing Education Instructions

CompTIA CE Dashboard - track your progress

=====

Program Details

Welcome to the CompTIA Continuing Education (CE) Program. As technology continues to evolve, it is important for IT professionals to show employers that their skills, knowledge and credentials are current with industry developments. Renewal of your certification gives you this definitive advantage in your IT career.

Below you will find important information to ensure that your certification remains valid and relevant.

If you do not renew your "ce" certification within three years, you will no longer be certified. The following certifications are valid for three years from the date of certification:

	CEUs required for renewal	Annual CE Fee	Total CE Fee (3-year period)
CompTIA Advanced Security Practitioner (CASP)	75	\$49	\$147
* CompTIA Cloud+	50	\$49	\$147
CompTIA Storage+	50	\$49	\$147
CompTIA Security+	50	\$49	\$147
* CompTIA Mobility+	30	\$49	\$147
CompTIA Network+	30	\$49	\$147
CompTIA A+	20	\$25	\$75

* CompTIA Mobility+ and CompTIA Cloud+ certifications do not renew lower level CompTIA certifications nor do higher level CompTIA certifications renew CompTIA Mobility+ or CompTIA Cloud+.

Program Requirements

The following screen will only display if the certified professional has multiple CompTIA certifications (A+, Network+, Mobility+, Security+, Storage+, Cloud+ and/or CASP).

It is recommended that certified professionals set their intent to the highest level. Upon completion of the CE Program certifications renewed at the highest level will renew lower level certifications as well. CompTIA CASP is considered the highest-level certification, followed by CompTIA Storage+, CompTIA Security+, CompTIA Network+ and CompTIA A+.

For example, a certified professional holding both CompTIA A+ and CompTIA Network+ certifications could fulfill CE requirements for both by completing only the CompTIA Network+ce program requirements.

Note: This is not applicable to CompTIA Cloud+ and CompTIA Mobility+.

4. Select the Intended path by clicking on the drop down arrow

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[CE Dashboard](#) | [Code of Ethics Policy](#) | [CE Maintenance Fees](#) | [Continuing Education Units](#) | [Audit history](#)


Add Continuing Education Activities

Please select the CompTIA certification in which you are submitting CEUs towards.

By selecting and meeting the renewal requirements for the highest level CompTIA Certification held a certified professionals lower level certifications will also be renewed.

Note: It important to keep track of when CompTIA certifications expire. Lower level certifications can only be renewed if they have not expired. Renewing lower level certifications does not include CompTIA Cloud+ and/or CompTIA Mobility+.

CE Intent

Intended path 

5. Click on the Continuing Education Activity drop-down arrow to select an activity

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[CE Dashboard](#) | [Code of Ethics Policy](#) | [CE Maintenance Fees](#) | [Continuing Education Units](#) | [Audit history](#)

Add Continuing Education Activities

Please review your current CEU submissions at the bottom of this page. Changes can be made to correct the number of CEUs or to upload additional documentation. If the submission is incorrect it can also be deleted.

Once CEUs are submitted they are automatically accepted and applied towards the total number of CEUs required.

To view a list of qualifying CE activities and preapproved training courses click [here](#).

Continuing Education Activities

Please make a selection

Accept Activity

Edit Continuing Education Activities

To make changes to an activity click on the activity title below.

If you uploaded CEUs under the incorrect activity you will need to delete the incorrect submission and upload again.

Name	Date	CEUs
Completed a Training Course (1 unit per hour) for Security+ CEUs	2015-Jan-23	40 (40 Hours)
Comments: CISSP Training Course. Certification test has not been taken, yet.		

Notice the activity requirements display on the screen. Certified Professionals need to ensure they read the requirements prior to submitting.

6. Click on the Accept Activity button

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Advancing the Global IT Industry

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CE Dashboard | Code of Ethics Policy | CE Maintenance Fees | Continuing Education Units | Audit history

Add Continuing Education Activities

Please review your current CEU submissions at the bottom of this page. Changes can be made to correct the number of CEUs or to upload additional documentation. If the submission is incorrect it can also be deleted.

Once CEUs are submitted they are automatically accepted and applied towards the total number of CEUs required.

To view a list of qualifying CE activities and preapproved training courses click [here](#).

Continuing Education Activities

Completed a Training Course (1 unit per hour) for Security+ CEUs

Certifications that include this requirement

CompTIA Security+ ce

Please read the following information prior to accepting the activity:

Activity Definition:

This activity pertains to all other IT industry training and/or, participation and completion of courses that are structured to advance a certified professionals knowledge on the topic(s) covered in the CompTIA Security+ exam. 50% of the training course must map to one or more of the CompTIA Security+ exam objectives.

Certified professionals will earn 1 CEU per hour of training.

Max CEUs that can be earned per 3 year CE cycle for this activity:

CompTIA Security+-50 CEUs

Instructions

Documentation Required:

Detailed Description/Outline of the training content

Completion Certificate containing the following information:

-Name of the training provider

-Name of the training

-Name of the certified professional

-Date the training was completed

-Duration of the training

If the certified professional cannot provide proof of completion then the training cannot be used for CEUs.

Accept Activity

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CompTIA Continuing Education User Guide v15

April 2015

7. Select the number of CEUs for the activity
If the field does not allow certified professionals to input anything this means the Max CEUs have been met for that activity or the activity does not require a certified professional to enter hours or years.

Please note there are Max CEUs for the 3 year CE cycle on all activities.

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[CE Dashboard](#) | [Code of Ethics Policy](#) | [CE Maintenance Fees](#) | [Continuing Education Units](#) | [Audit history](#)

Add Continuing Education Activities

Continuing Education Activities

Completed a Training Course (1 unit per hour) for A+ CEUs

Hours

Invalid ☐

Date

Comments:

Documentation language

Documentation

There is a file size limit: 1 megabyte per file uploaded. Certified professionals can upload 5 files per CE Activity. That means a total limit of 5 megabytes per documentation file.

Please read the following information prior to accepting the activity:

Activity Definition: This activity pertains to all other IT industry training and/or, participation and completion of courses that are structured to advance a certified professionals knowledge on the topic(s) covered in the CompTIA A+ exam. 50% of the training course must map to one or more of the CompTIA A+ exam objectives.

Certified professionals will earn 1 CEU per hour of training.

Max CEUs that can be earned per 3 year CE cycle for this activity:
CompTIA A+-20 CEUs

Instructions

Documentation Required:
Detailed Description/Outline of the training content
Completion Certificate containing the following information:
-Name of the training provider
-Name of the training
-Name of the certified professional
-Date the training was completed
-Duration of the training

If the certified professional cannot provide proof of completion then the training cannot be used for CEUs.

- Click on the Documentation Language drop-down arrow and select the language of the documentation being submitted

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[CE Dashboard](#) | [Code of Ethics Policy](#) | [CE Maintenance Fees](#) | [Continuing Education Units](#) | [Audit history](#)

Add Continuing Education Activities

Continuing Education Activities

Completed a Training Course (1 unit per hour) for A+ CEUs

Hours

Invalid ☐

Date

Comments:

Documentation language

Unspecified

Browse...

Remove

Documentation

Remove

Add Another Document

There is a file size limit: 1 megabyte per file uploaded. Certified professionals can upload 5 files per CE Activity. That means a total limit of 5 megabytes per documentation file.

Please read the following information prior to accepting the activity:

Activity Definition: This activity pertains to all other IT industry training and/or, participation and completion of courses that are structured to advance a certified professionals knowledge on the topic(s) covered in the CompTIA A+ exam. 50% of the training course must map to one or more of the CompTIA A+ exam objectives.

Certified professionals will earn 1 CEU per hour of training.

Max CEUs that can be earned per 3 year CE cycle for this activity:
CompTIA A+-20 CEUs

Instructions

Documentation Required:
Detailed Description/Outline of the training content
Completion Certificate containing the following information:
-Name of the training provider
-Name of the training
-Name of the certified professional
-Date the training was completed
-Duration of the training

If the certified professional cannot provide proof of completion then the training cannot be used for CEUs.

9. Click on the Browse button to upload CE documents. Max of 5 documents can be submitted and Max of 1 meg or less per document size

Please note the documentation requirements for the activity.

[Home](#) | [Demographics](#) | [History](#) | [Certifications](#) | [Continuing Education](#) | [Fulfillment](#) | [Transcripts](#)

[CE Dashboard](#) | [Code of Ethics Policy](#) | [CE Maintenance Fees](#) | [Continuing Education Units](#) | [Audit history](#)

Add Continuing Education Activities

Continuing Education Activities

Completed a Training Course (1 unit per hour) for A+ CEUs

Hours

Invalid ☐

Date

Comments:

Documentation language

There is a file size limit: 1 megabyte per file uploaded. Certified professionals can upload 5 files per CE Activity. That means a total limit of 5 megabytes per documentation file.

Please read the following information prior to accepting the activity:

Activity Definition: This activity pertains to all other IT industry training and/or, participation and completion of courses that are structured to advance a certified professionals knowledge on the topic(s) covered in the CompTIA A+ exam. 50% of the training course must map to one or more of the CompTIA A+ exam objectives.

Certified professionals will earn 1 CEU per hour of training.

Max CEUs that can be earned per 3 year CE cycle for this activity:
CompTIA A+-20 CEUs

Instructions

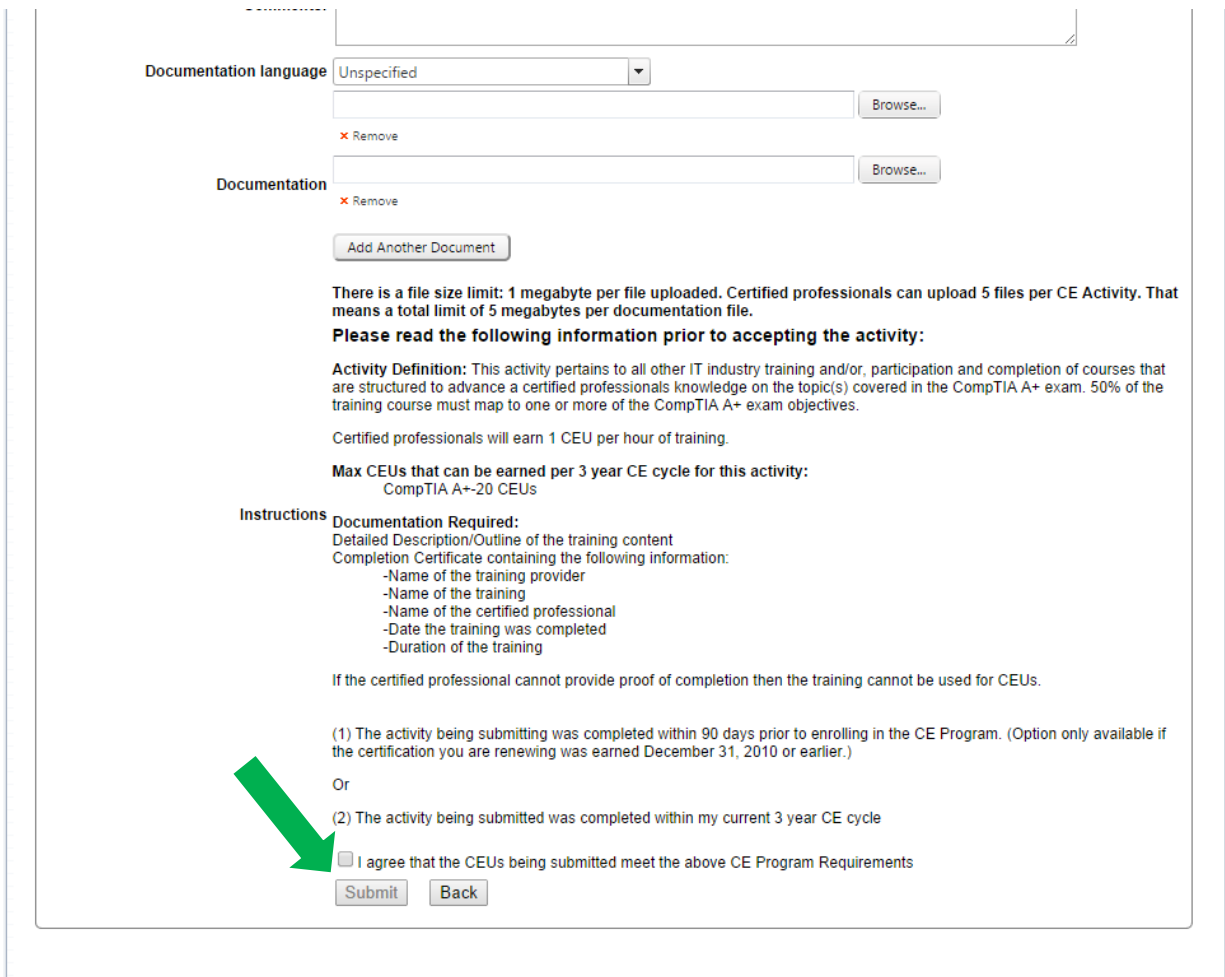
Documentation Required:
Detailed Description/Outline of the training content
Completion Certificate containing the following information:
-Name of the training provider
-Name of the training
-Name of the certified professional
-Date the training was completed
-Duration of the training

If the certified professional cannot provide proof of completion then the training cannot be used for CEUs.

Certified must read statements 1 and 2 prior to submitting CEUs.

10. Click on the agree check box

11. Click on the Submit button



The screenshot shows a web form for submitting CEUs. At the top, there is a dropdown menu for 'Documentation language' set to 'Unspecified'. Below it are two file upload fields, each with a 'Browse...' button and a red 'x Remove' link. A 'Documentation' section also has a file upload field with a 'Browse...' button and a red 'x Remove' link. Below these is an 'Add Another Document' button. A text block states: 'There is a file size limit: 1 megabyte per file uploaded. Certified professionals can upload 5 files per CE Activity. That means a total limit of 5 megabytes per documentation file.' This is followed by a bold instruction: 'Please read the following information prior to accepting the activity:'. The 'Activity Definition' explains that the activity pertains to IT industry training and completion of courses that advance a certified professional's knowledge on topics covered in the CompTIA A+ exam, with 50% of the training course mapping to one or more of the exam objectives. It also states that 'Certified professionals will earn 1 CEU per hour of training.' and 'Max CEUs that can be earned per 3 year CE cycle for this activity: CompTIA A+-20 CEUs'. The 'Instructions' section lists 'Documentation Required': 'Detailed Description/Outline of the training content' and 'Completion Certificate containing the following information: -Name of the training provider, -Name of the training, -Name of the certified professional, -Date the training was completed, -Duration of the training'. It then states: 'If the certified professional cannot provide proof of completion then the training cannot be used for CEUs.' Two numbered statements follow: '(1) The activity being submitting was completed within 90 days prior to enrolling in the CE Program. (Option only available if the certification you are renewing was earned December 31, 2010 or earlier.)' and '(2) The activity being submitted was completed within my current 3 year CE cycle'. A green arrow points to the checkbox for statement (2). Below the statements is the checkbox 'I agree that the CEUs being submitted meet the above CE Program Requirements', followed by 'Submit' and 'Back' buttons.

Documentation language: Unspecified

Browse...

x Remove

Documentation: Browse...

x Remove

Add Another Document

There is a file size limit: 1 megabyte per file uploaded. Certified professionals can upload 5 files per CE Activity. That means a total limit of 5 megabytes per documentation file.

Please read the following information prior to accepting the activity:

Activity Definition: This activity pertains to all other IT industry training and/or, participation and completion of courses that are structured to advance a certified professionals knowledge on the topic(s) covered in the CompTIA A+ exam. 50% of the training course must map to one or more of the CompTIA A+ exam objectives.

Certified professionals will earn 1 CEU per hour of training.

Max CEUs that can be earned per 3 year CE cycle for this activity:
CompTIA A+-20 CEUs

Instructions

Documentation Required:
Detailed Description/Outline of the training content
Completion Certificate containing the following information:
-Name of the training provider
-Name of the training
-Name of the certified professional
-Date the training was completed
-Duration of the training

If the certified professional cannot provide proof of completion then the training cannot be used for CEUs.

(1) The activity being submitting was completed within 90 days prior to enrolling in the CE Program. (Option only available if the certification you are renewing was earned December 31, 2010 or earlier.)

Or

(2) The activity being submitted was completed within my current 3 year CE cycle

☐ I agree that the CEUs being submitted meet the above CE Program Requirements

Submit Back

Where can a certified professional find a record of the CEUs they have submitted for the current CE cycle?

1. Login to [CompTIA Certification Record](#)



The screenshot shows the CompTIA Candidate Login page. At the top, the CompTIA logo is on the left, and the tagline "Advancing the Global IT Industry" is on the right. Below this is a red banner with the text "Candidate Login". The main content area has a heading "Please login using your Login ID and Password." followed by an important note: "IMPORTANT: If this is your first time logging in since Oct. 15, 2009, you must first register by clicking the 'Never logged in before?' link below." Below the text are two input fields: "CompTIA Career ID" and "Password". To the right of the Password field is a link "Forgot your password or login ID?". Below the input fields is a "Login" button. At the bottom of the login area is a link "Never logged in before?". The footer of the page contains the text "CompTIA".

CompTIA Advancing the Global IT Industry

Candidate Login

Please login using your Login ID and Password.

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CompTIA Career ID

Password [Forgot your password or login ID?](#)

[Never logged in before?](#)

CompTIA

2. Click on the Continuing Education menu item

CompTIA

Advancing the Global IT Industry

Logout

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Welcome to the CompTIA Candidate Database

From here you may select:

- Demographics to verify and update personal information and reset your password
- History to view exam(s)
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- Continuing Education to sign the Code of Ethics agreement, pay CE Fees (annually), submit Continuing Education Units (CEUs) and view your Audit History
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Become a Subject Matter Expert
CompTIA frequently solicits the help of Subject Matter Experts (SMEs) in developing and maintaining our certification exams. See if you qualify to become a [CompTIA Subject Matter Expert](#).

News

2014-Feb-23
[CompTIA announces change to CE Program](#)

2013-Mar-25
["Good for Life" Continuing Education Candidates](#)

Exam Expiration Information

Without taking proper action, the items in the list below will expire on the indicated dates.

Expiration Date	Name	Event
Certification		
2014-Sep-14	CompTIA A+ ce	Expiring

3. Click on the Continuing Education Units menu item

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Continuing Education Instructions

CompTIA CE Dashboard - track your progress

Program Details

Welcome to the CompTIA Continuing Education (CE) Program. As technology continues to evolve, it is important for IT professionals to show employers that their skills, knowledge and credentials are current with industry developments. Renewal of your certification gives you this definitive advantage in your IT career.

Below you will find important information to ensure that your certification remains valid and relevant.

If you do not renew your "ce" certification within three years, you will no longer be certified. The following certifications are valid for three years from the date of certification:

	CEUs required for renewal	Annual CE Fee	Total CE Fee (3-year period)
CompTIA Advanced Security Practitioner (CASP)	75	\$49	\$147
* CompTIA Cloud+	50	\$49	\$147
CompTIA Storage+	50	\$49	\$147
CompTIA Security+	50	\$49	\$147
* CompTIA Mobility+	30	\$49	\$147
CompTIA Network+	30	\$49	\$147
CompTIA A+	20	\$25	\$75

* CompTIA Mobility+ and CompTIA Cloud+ certifications do not renew lower level CompTIA certifications nor do higher level CompTIA certifications renew CompTIA Mobility+ or CompTIA Cloud+.

Program Requirements

Continuing education activities submitted are listed in the Edit Continuing Education Activities area.

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Add Continuing Education Activities

Please review your current CEU submissions at the bottom of this page. Changes can be made to correct the number of CEUs or to upload additional documentation. If the submission is incorrect it can also be deleted.

Once CEUs are submitted they are automatically accepted and applied towards the total number of CEUs required.

To view a list of qualifying CE activities and preapproved training courses click [here](#).

Continuing Education Activities

Please make a selection

Accept Activity

Edit Continuing Education Activities

To make changes to an activity click on the activity title below.

If you uploaded CEUs under the incorrect activity you will need to delete the incorrect submission and upload again.

Name	Date	CEUs
Completed a Training Course (1 unit per hour) for Security+ CEUs	2015-Jan-23	40 (40 Hours)
Comments: CISSP Training Course. Certification test has not been taken, yet.		

Where can a certified professional edit previously submitted CEUs?

1. Login to [CompTIA Certification Record](#)



The screenshot shows the CompTIA Candidate Login page. At the top, the CompTIA logo is on the left, and the tagline "Advancing the Global IT Industry" is on the right. A red banner across the middle contains the text "Candidate Login". Below the banner, a message reads: "Please login using your Login ID and Password." An important note follows: "IMPORTANT: If this is your first time logging in since Oct. 15, 2009, you must first register by clicking the 'Never logged in before?' link below." The login form consists of two input fields: "CompTIA Career ID" and "Password". To the right of the Password field is a link that says "Forgot your password or login ID?". Below the input fields is a blue "Login" button. At the bottom of the form area is a link that says "Never logged in before?". The footer of the page shows the CompTIA logo on the left.

CompTIA Advancing the Global IT Industry

Candidate Login

Please login using your Login ID and Password.

IMPORTANT: If this is your first time logging in since Oct. 15, 2009, you must first register by clicking the "Never logged in before?" link below.

CompTIA Career ID

Password [Forgot your password or login ID?](#)

[Never logged in before?](#)

CompTIA

2. Click on the Continuing Education menu item

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Welcome to the CompTIA Candidate Database

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2014-Feb-23
[CompTIA announces change to CE Program](#)

2013-Mar-25
["Good for Life" Continuing Education Candidates](#)

Exam Expiration Information

Without taking proper action, the items in the list below will expire on the indicated dates.

Expiration Date	Name	Event
Certification		
2014-Sep-14	CompTIA A+ ce	Expiring

3. Click on the Continuing Education Units menu item

CompTIA

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CompTIA Logout

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[CE Dashboard](#) | [Code of Ethics Policy](#) | [CE Maintenance Fees](#) | [Continuing Education Units](#) | [Audit history](#)

Continuing Education Instructions

CompTIA CE Dashboard - track your progress

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Program Details

Welcome to the CompTIA Continuing Education (CE) Program. As technology continues to evolve, it is important for IT professionals to show employers that their skills, knowledge and credentials are current with industry developments. Renewal of your certification gives you this definitive advantage in your IT career.

Below you will find important information to ensure that your certification remains valid and relevant.

If you do not renew your "ce" certification within three years, you will no longer be certified. The following certifications are valid for three years from the date of certification:

	CEUs required for renewal	Annual CE Fee	Total CE Fee (3-year period)
CompTIA Advanced Security Practitioner (CASP)	75	\$49	\$147
* CompTIA Cloud+	50	\$49	\$147
CompTIA Storage+	50	\$49	\$147
CompTIA Security+	50	\$49	\$147
* CompTIA Mobility+	30	\$49	\$147
CompTIA Network+	30	\$49	\$147
CompTIA A+	20	\$25	\$75

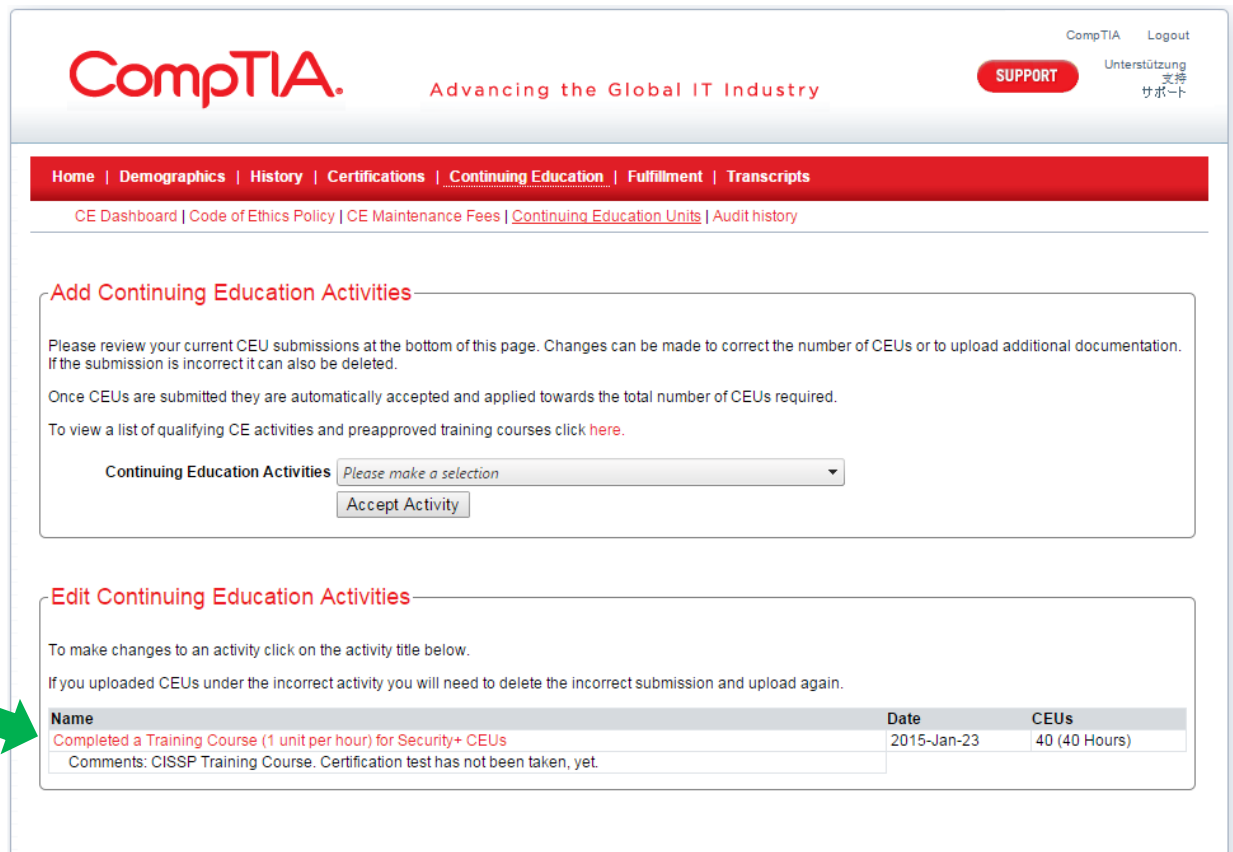
* CompTIA Mobility+ and CompTIA Cloud+ certifications do not renew lower level CompTIA certifications nor do higher level CompTIA certifications renew CompTIA Mobility+ or CompTIA Cloud+.

Program Requirements

CEU activities can only be modified for the current CE cycle. Previous CE cycle activities remain as is and cannot be modified or deleted.

To delete an activity

4. Click on the Activity title



The screenshot shows the CompTIA website's Continuing Education section. The header includes the CompTIA logo, the tagline 'Advancing the Global IT Industry', and a 'SUPPORT' button. A navigation bar contains links: Home, Demographics, History, Certifications, Continuing Education, Fulfillment, and Transcripts. Below this is a secondary navigation bar with links: CE Dashboard, Code of Ethics Policy, CE Maintenance Fees, Continuing Education Units, and Audit history.

The main content area is divided into two sections:

- Add Continuing Education Activities**: This section contains instructions on reviewing and submitting CEUs. It includes a dropdown menu labeled 'Continuing Education Activities' with the placeholder text 'Please make a selection' and an 'Accept Activity' button.
- Edit Continuing Education Activities**: This section contains instructions on making changes to an activity. It includes a table with the following data:

Name	Date	CEUs
Completed a Training Course (1 unit per hour) for Security+ CEUs	2015-Jan-23	40 (40 Hours)

Below the table, there is a comment: 'Comments: CISSP Training Course. Certification test has not been taken, yet.'

A green arrow points to the 'Name' column header of the table.

5. Click on the Delete button

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[CE Dashboard](#) | [Code of Ethics Policy](#) | [CE Maintenance Fees](#) | [Continuing Education Units](#) | [Audit history](#)

Edit Continuing Education Activities

Continuing Education Activities

Attended a Conference (1 unit per hour) for Security+ CEUs

Units

Invalid ☐

Date

Expires

Comments:

Documentation language

There is a file size limit: 1 megabyte per file uploaded. Certified professionals can upload 5 files per CE Activity. That means a total limit of 5 megabytes per documentation file.

Please read the following information prior to accepting the activity:

Activity Definition: This activity pertains to participation in a conference that is relevant to the CompTIA exam objectives in which the certified professional is pursuing recertification. Example: If renewing at the Security+ intent level then the conference sessions must be relevant to IT Security.

Certified professionals will earn 1 CEU per session hour.

Instructions **Max CEUs that can be earned per 3 year CE cycle for this activity:**
CompTIA Security+-10 CEUs

Documentation Required:
Detailed Description/Outline of the Conference Content
Completion Certificate or Email verification of conference registration containing the following:
-Name of the certified professional
-Name of the conference
-Date(s) the conference was attended

To change the number of CEUs

6. Click in the Units box and change the number
7. Click on the Update button

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[CE Dashboard](#) | [Code of Ethics Policy](#) | [CE Maintenance Fees](#) | [Continuing Education Units](#) | [Audit history](#)

Edit Continuing Education Activities

Continuing Education Activities

Attended a Conference (1 hour) for Security+ CEUs

Units

Invalid ☐

Date

Expires

Comments:

Documentation language

There is a file size limit: 1 megabyte per file uploaded. Certified professionals can upload 5 files per CE Activity. That means a total limit of 5 megabytes per documentation file.

Please read the following information prior to accepting the activity:

Activity Definition: This activity pertains to participation in a conference that is relevant to the CompTIA exam objectives in which the certified professional is pursuing recertification. Example: If renewing at the Security+ intent level then the conference sessions must be relevant to IT Security.

Certified professionals will earn 1 CEU per session hour.

Instructions

Max CEUs that can be earned per 3 year CE cycle for this activity:
CompTIA Security+-10 CEUs

Documentation Required:
Detailed Description/Outline of the Conference Content
Completion Certificate or Email verification of conference registration containing the following:
-Name of the certified professional
-Name of the conference
-Date the conference was attended

To upload additional documentation

8. Click on the Browse button
9. Add the documentation
10. Click on the Update button

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[CE Dashboard](#) | [Code of Ethics Policy](#) | [CE Maintenance Fees](#) | [Continuing Education Units](#) | [Audit history](#)

Edit continuing education Activities

Continuing Education Activities

Completed a Training Course (1 unit per hour) for Security+ CEUs

Units

Invalid ☐

Date

Expires

Comments:
Annual Cyber Awareness / IA training. From US Army CIO/66 Ft Gordon.
Training was done 3 July 2013 - (entered late due to problems with CE account)
Training was 1 hour.

Documentation language

There is a file size limit: 1 megabyte per file uploaded. Certified professionals can upload 5 files per CE Activity. That means a total limit of 5 megabytes per documentation file.

Please read the following information prior to accepting the activity:

Activity Definition: This activity pertains to all other IT industry training and/or, participation and completion of courses that are structured to advance a certified professionals knowledge on the topic(s) covered in the CompTIA Security+ exam. 50% of the training course must map to one or more of the CompTIA Security+ exam objectives.

Certified professionals will earn 1 CEU per hour of training.

Max CEUs that can be earned per 3 year CE cycle for this activity:
CompTIA Security+-50 CEUs

Instructions

Documentation Required:
Detailed Description/Outline of the training content
Completion Certificate containing the following information:
-Name of the training provider
-Name of the training
-Name of the certified professional
-Date the training was completed
-Duration of the training

If the certified professional cannot provide proof of completion then the training cannot be used for CEUs.

Where can certified professionals see their overall progress?

1. Login to [CompTIA Certification Record](#)



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CompTIA Advancing the Global IT Industry

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Please login using your Login ID and Password.

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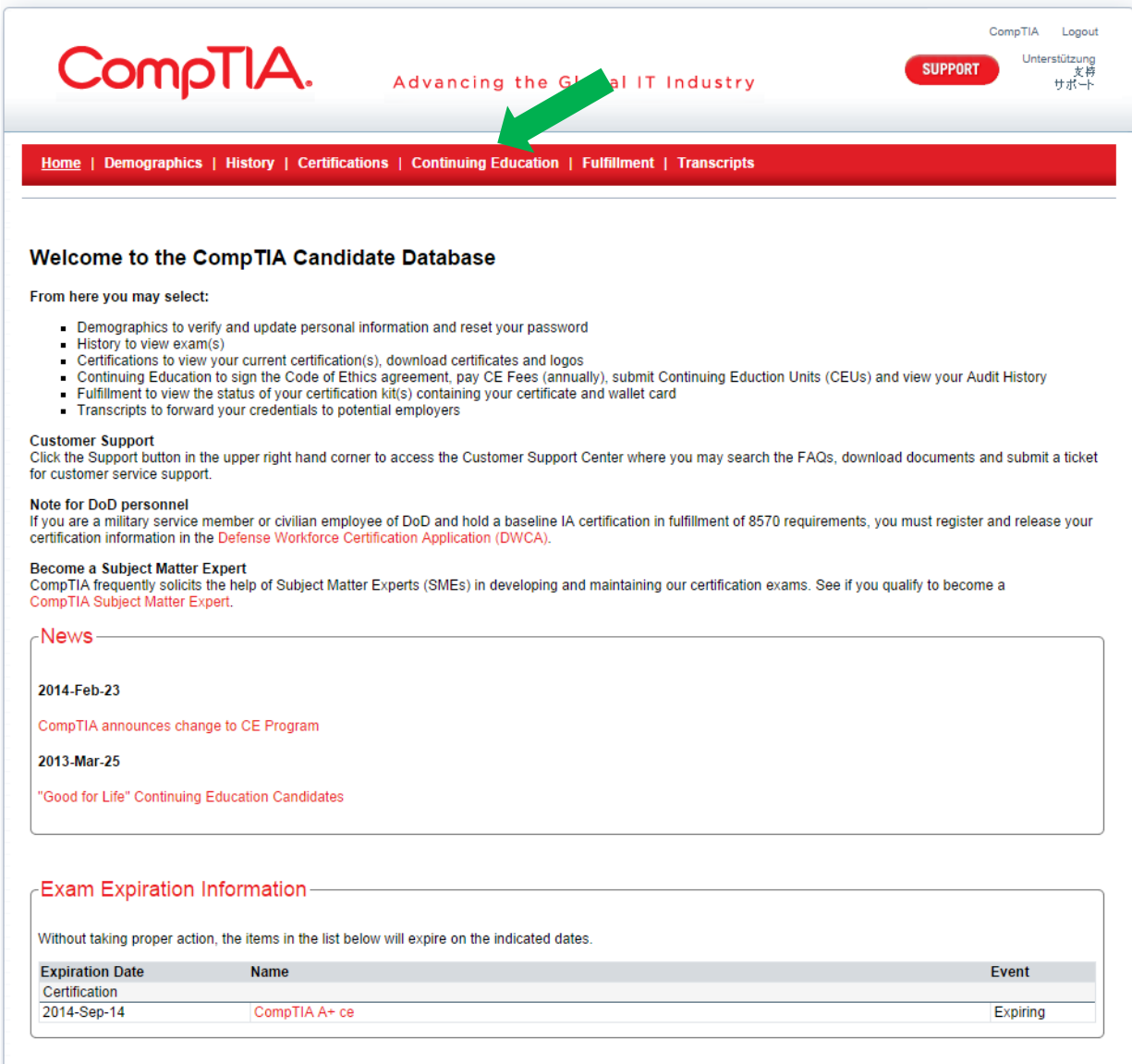
CompTIA Career ID

Password [Forgot your password or login ID?](#)

[Never logged in before?](#)

CompTIA

2. Click on the Continuing Education menu item



The screenshot shows the CompTIA website header with the logo and tagline "Advancing the Global IT Industry". A green arrow points to the "Continuing Education" link in the navigation bar. The main content area is titled "Welcome to the CompTIA Candidate Database" and lists several options for users to manage their account and certifications. Below this, there are sections for "Customer Support", "Note for DoD personnel", and "Become a Subject Matter Expert". The "News" section lists two recent announcements: "CompTIA announces change to CE Program" (Feb-23) and "Good for Life" Continuing Education Candidates (Mar-25). The "Exam Expiration Information" section contains a table with expiration dates and event names.

CompTIA. Advancing the Global IT Industry

Logout

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Exam Expiration Information

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Expiration Date	Name	Event
Certification		
2014-Sep-14	CompTIA A+ ce	Expiring

3. Click on the CE Dashboard menu item

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CE Dashboard | Code of Ethics Policy | CE Maintenance Fees | Continuing Education Units | Audit history

Continuing Education Instructions

CompTIA CE Dashboard - track your progress

=====

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CompTIA Storage+	50	\$49	\$147
CompTIA Security+	50	\$49	\$147
* CompTIA Mobility+	30	\$49	\$147
CompTIA Network+	30	\$49	\$147
CompTIA A+	20	\$25	\$75

* CompTIA Mobility+ and CompTIA Cloud+ certifications do not renew lower level CompTIA certifications nor do higher level CompTIA certifications renew CompTIA Mobility+ or CompTIA Cloud+.

Program Requirements

The CE Dashboard provides the certified professional with their overall progress towards renewing the CompTIA certification(s).

- CEU Progress – Start Date and Expiration Date, cycle days remaining, CEUs submitted that count towards renewal, CEU total required and percentage complete
- CE Fees – Annual CE Fee amount, Annual CE Fee required and Annual CE Fees paid.
- Continuing Education Code of Ethics Agreement History information

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CEU Progress

Name	Start Date	Expiration Date	Cycle Days Remaining	Applicable CEUs Submitted	CEUs Required	Percentage of CEUs Submitted
CompTIA Security+ ce	2012-Jan-26	2015-Jan-26	1	40	50	80.00 %

[Upload CEUs](#)
[View Audit history](#)

CEU Progress displayed above is based on the certification in which your intent is set to. CEUs need only to be uploaded at this certification intent level.

CE Fees

Name	Annual CE Fee	CE Fees Required for Renewal	CE Fees Paid	Remaining CE Fees	CE Fee Due By
CompTIA Security+ ce	\$49.00	\$147.00	\$147.00	\$0.00	Paid in full

[Pay CE Fees](#)
[CE Payment History](#)

CE Fees need only to be paid at the certification level the intent is set to.

Continuing Education Code of Ethics Agreement

Name	Date	Expires
CompTIA CE Program Policy Agreement	2014-Feb-28	2015-Feb-28
CompTIA CE Program Policy Agreement	2012-Feb-13	2013-Feb-13

Will certified professionals CEUs be audited?

As per the [CompTIA Continuing Education \(CE\) Program Audit Policy](#), audits are performed randomly. CompTIA is unable to guarantee a certified professional's record will be audited. If an audit is performed the certified professional will be notified via email stating an audit was performed and how to go about reviewing the results.

Guidelines to follow when submitting CompTIA Continuing Education Units (CEUs)

We cannot guarantee that your record will be audited if requested. If we audit your record and we find any issues with your information, you will receive an email notifying you about the audit and instructions for reviewing the results.

All CEUs that are submitted are automatically accepted for CEUs. CompTIA audits a random selection of certified professionals' CE program records to ensure that the requirements are met and follow the program's policies and procedures. You can review additional details in the CE Program Audit Policy online.

We encourage you to review all of the information available on the [Qualifying Activities Chart](#) for details regarding valid CE activities, activity descriptions, submission requirements and the maximum number of continuing education units (CEUs) per activity that can be used toward the total number of CEUs required. At least 50% of the content of your CE activities must map to one or more of the current [CompTIA exam objectives](#) for the highest level CompTIA certification being renewed.

You may earn CEUs by achieving other industry certifications for a partial amount or the full number of CEUs required. Check online for a list of [other industry certifications](#) that will grant CEUs toward the respective CompTIA certification(s). You will also find a list of [pre-approved training courses](#) that can be used to earn CEUs.

CompTIA webinars are created to help vendors, resellers, distributors, educators and are not "technical" enough to be used for CEUs.

If you've reviewed all of the information provided regarding the Continuing Education Program and still have additional questions, you can reach our customer service team Monday to Friday at 866.835.8020, option 2, from 7 a.m. to 7 p.m. CT.